

**Minutes of the  
City Council Work Session  
Eagleville City Hall, Eagleville, TN  
January 25, 2024**

- 1) **MAYOR’S WELCOME and CALL TO ORDER** - Mayor Chad Leeman called the meeting to order at 7:00 p.m.
- 2) **ROLL CALL** – City Recorder Christina Rivas called roll.

**PRESENT:**

Mayor Chad Leeman	Councilman Jason Blair
Vice Mayor Bill Tollett	Councilman Craig Campbell
Councilman Ryan Edwards	Councilman Brandon Emamalie
Councilman Chris Hendrix	

**STAFF:**

City Manager Hellyn Riggins	Financial Advisor Mike Walker
City Recorder Christina Rivas	City Attorney Stephen Aymett
Police Chief David Breniser	Fire Chief Jonathan Armstrong

Mayor Leeman requested a motion to amend the agenda.

Vice Mayor Tollet moved to amend the agenda to allow the Merchants Association representative to speak.

Councilman Campbell seconded the motion.

The **MOTION** passed 7-0.

Jeanna Loyd, President of the Eagleville Merchants Association updated the Council on the following:

- The radio commercial aired over 200 times between November 24, 2023 and December 25, 2023.
  - Feedback from the community was overwhelmingly positive.
  - Planning to air another commercial in the spring to bring more business to downtown Eagleville.
- An Easter Egg Hunt will be held in the format of the “Trick or Treat in the Street” event where the children move from business to business in search of eggs.
  - The Easter Egg Hunt is scheduled for March 30, 2024 from 2:00 p.m. to 4:00 p.m.
- First Fridays will start in May and run through September.
  - Bands and food trucks are scheduled to start in May.
- The Merchants Association is in the process of filing for 501(c)(3) designation from the Internal Revenue Service.
- The association is planning a fundraiser in May to support First Fridays.

- 3) **DISCUSSION**

- a) **Discussion of Annexation of Part of Webb Road**

City Manager Hellyn Riggins stated that a resolution to annex a portion of Webb Road would be forthcoming. She noted that the location was only from the connected property on Webb Road to the

intersection of Webb Road and Highway 41A. She informed Council that they would be requested to refer the item to the Planning Commission for an official referral and vote at tonight's Regular Meeting.

Ms. Riggins stated that she will notify Rutherford County of the City's intention to annex the area and will post the resolution in the newspaper. She noted that Council would vote on the annexation at the Regular Council Meeting scheduled for February 15, 2024.

Mr. Charlie Waite, Development Coordinator for Salem Creek Partnership, updated the Council on his progress:

- In the process of signing the Step Operating Permit.
- Working to meet with Tennessee Department of Transportation (TDOT) to resolve the 41A bridge issue.

**b) Discussion of College Grove Properties**

City Manager Hellyn Riggins stated that Celebration Homes would like their engineer to meet with City Engineer Will Owen to ascertain and address any issues with the road. She stated that they have requested that the City ask Rutherford County, if the County would prefer that Eagleville annex College Grove Road.

**c) Discussion of Charter Change (Residency Requirements) – Schedule**

City Manager Hellyn Riggins stated that Representative Robert Stevens had advised her as to the procedural process for a charter amendment. She noted that, at the February 15, 2024 Council meeting, she would bring forth a resolution for Council to vote on the charter change, per the request of Council. She explained that once approved, the amendment would go before the Legislature; once passed, it would be brought back to Council for a super majority vote.

Ms. Riggins requested that members of Council advise her if they will be unable to attend the February 15, 2024 meeting.

**d) AN ORDINANCE AMENDING ORDINANCE NO. 2019-005 TO ESTABLISH A NEW FEE SCHEDULE FOR THE CITY OF EAGLEVILLE, THEREBY RESCINDING ALL PRIOR FEE SCHEDULES REFERENCED IN ORDINANCES 2016-002 and 2019-005. (Second Reading – Public Hearing)**

There was no discussion.

**e) Discussion of Development Fees**

City Manager Hellyn Riggins stated that she had conferred with Clancy Mullen of Duncan and Associates for guidance regarding development fees. She noted that Mr. Mullen and City Attorney Stephen Aymett were confident that the City has statutory authority in the City Charter to enact development fees.

Ms. Riggins stated that, at this time, the cost of a study is unclear, however that once completed, it will enable the City to recover some of the impacts of development.

Mr. Walker noted that the City currently does not have a lot of development, therefore the fees will not generate a large amount of funds. He estimated that the study would cost \$50,000. Ms. Riggins noted that the cost for such a study would be the same regardless of the size of the city.

Ms. Riggins stated that Mr. Mullen was guiding the City toward fees for Parks, Fire, Police and General government. She noted that a Utility Impact fee could be considered. She further stated that she would explore this topic further and return to Council with more information.

**f) Update and Discussion of Public Safety Center**

City Manager Hellyn Riggins drew Council's attention to information provided in the Council's packet regarding decisions made previously and costs.

Councilman Emamalie stated that he had requested this update and that he had not time to review it. He asked if the Council had decided to use wood for the Public Safety Center rather than block and steel.

Ms. Riggins responded noting the following:

- The plans had been presented to Council as such and was noted in the minutes of the meeting.
- The bids for the building were high.
- Former Finance Director Philip Dye had stated that the City could afford the cost of under \$4M.
  - With this budget in mind, Council opted for wood.

Ms. Riggins addressed the concern that the new building did not seem as sturdy as the bank building in front of it. She stated that:

- The bank building needed to be brought up to code, which required reinforcing the back of the building to meet wind loads and code regulations.
- The Fire Department is being built to code requirements for public safety buildings.
  - These requirements are more stringent than for typical buildings.

Vice Mayor Tollett asked if plans had been made for the demolition of the current safety building. Ms. Riggins stated that notice for a Request for Proposal will be prepared. She noted that this will be included in the 2024-2025 Fiscal Year budget and that it will include paving the lot for parking.

Vice Mayor Tollett stated that he did not want the lot to be vacant, but rather it should be paved, promptly.

Financial Advisor Mike Walker stated that \$40,000 had been set aside for paving the lot in the coming fiscal year.

Ms. Riggins noted that the plan was to demolish the shed behind City Hall. She explained that it would benefit the merchants and the City to have additional public parking.

**g) Date and Time of Fall Festival**

City Manager Hellyn Riggins stated that the Events Committee preferred maintaining the Festival on the first Saturday of Fall. She noted that due to Leap Year, the first Saturday of Fall will be the fourth Saturday of the month of September, thus making it seem later in the year than usual. Ms. Riggins noted that the Wreath Ceremony will likewise be held later this year, as the Sunday after Thanksgiving is December 1<sup>st</sup>.

Ms. Riggins explained that the Christmas Parade is normally scheduled for the second Saturday in December. She stated that Events Committee noted that this year the parade would fall on the last Saturday before Christmas. She stated that the committee's recommendation is to move the parade to the first Saturday in December.

Ms. Riggins summarized the recommendation as follows:

- Maintain the Fall Festival as the first Saturday in Fall.
- Maintain the Wreath Ceremony as the Sunday after Thanksgiving.
- Move the Christmas Parade to the first Saturday of December for this year only.

Councilman Blair questioned whether a contingency date should be scheduled in order to be prepared for adverse weather. Ms. Riggins stated that it had not been discussed, however it was a topic for Council to consider.

Councilman Blair noted that many surrounding cities had contingency dates ready in the event of inclement weather.

Mayor Leeman noted that:

- The City has a small staff and that it would reduce their days off during the holidays.
  - This results in an increased cost to pay staff for the additional day.
- County deputies would have to be scheduled at an additional cost.
- To hold the parade on December 7<sup>th</sup> would require a night parade, as there will be school activities held during the day.

Ms. Riggins noted that the Events Committee chose to have Council determine whether the parade would be held during the day or the evening; that their main concern was that due to Leap Year, the parade should be held December 7<sup>th</sup>.

**h) Date and Time of Wreath Ceremony**

Discussed under item 3g.

**i) Date and Time of Christmas Parade**

Discussed under item 3g.

**j) Appointment(s) to Planning Commission**

City Manager Hellyn Riggins explained that items 3j, 3k and 3l were added to the agenda as the appointments have been typically reviewed and made in January. She noted however, that due to changes in staffing, these items needed additional time to be researched. She stated that once it was realized that no appointments were necessary, it was a bit late to amend the agenda.

Ms. Riggins drew Council's attention to their packets noting that Board and Commission members and their appointment dates and length of terms were listed for their review. She highlighted that the next appointment would be required in 2025 and that no action would be necessary on their part at this time.

Ms. Riggins explained that the ordinance for the Design Review Committee stated that members served at the will of Council and as needed. She noted that no terms were stated in the ordinance and that, thus far, natural attrition has sufficed. She also noted that the Park Board terms were staggered.

Vice Mayor Tollett asked if board and commission members were on the City's website. Ms. Riggins stated that the City Recorder was addressing it.

**k) Appointment(s) to Park Board**

Discussed under item 3j.

**l) Appointment(s) to Design Review**

Discussed under item 3j.

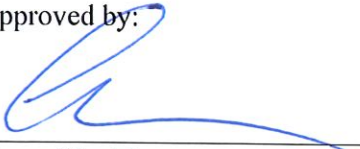
**4) ADJOURNMENT**

Mayor Leeman confirmed there was no further discussion and adjourned the meeting at 7:33 p.m.

Submitted by:

  
\_\_\_\_\_  
City Recorder Christina Rivas

Approved by:

  
\_\_\_\_\_  
Mayor Chad Leeman

Date minutes approved: 2/15/24